

HOW TO USE QUOTES IN YOUR ESSAY

..... a practical handout

Why You Need Quotes

Quotes help support your argument, thesis or the point you are making in your essay. They also help you express an expert's point of view. They can come from your class readings or articles you find outside of class. They should only be used when absolutely necessary.

How Much to Quote

As little as possible. Your professor might actually prefer to see mostly your own ideas and thoughts. Quotes should only be used if they make your essay stronger because of the way they've been written by the author. Depending on your subject, you might also consider using statistics and paraphrasing.

Ways to Introduce Quotes

1. Start With a Statement About the Author*

The sentence that leads into the quote identifies who the author of the quote is.

William Yang (2007) also agrees. He states, "In 2005, less than 10% of Johnson & Roe's employees reported their political affiliation, but more than 50% reported discussing politics with their colleagues." Yang's statement illustrates the natural blending of politics, a topic once considered inappropriate at work, and the modern workspace.

*Cite the quote based on the style guide your professor wants you to use (APA, MLA, Chicago, etc.). We are using APA in some of our examples, so they contain the year of publishing in parentheses after the author's name.

2. Start with Your Own Words & Add Parts of the Quote

Although Yang (2007) reports that in 2005 "less than 10% of Johnson & Roe's employees reported their political affiliation," he insists politics still came up in the organization workplace from time to time, namely during breaks.

3. Interject the Author's Name into the Middle of the Quote

"In 2005, less than 10% of Johnson & Roe's employees reported their political affiliation," Yang (2007) reports, "but more than 50% reported discussing politics with their colleagues."

Phrases & Words to Introduce Quotes

Phrases to Introduce the Quote

According to Yang, "
In Yang's view, "
As Yang puts it, "
Yang agrees when he writes, "
Yang supports Cruz's views when he says, "

Action Words to Introduce the Quote

<i>Yang states, "...</i>	<i>Yang predicts that "...</i>
<i>Yang writes, "...</i>	<i>Yang concedes, "...</i>
<i>Yang maintains, "...</i>	<i>Yang adds, "...</i>
<i>Yang argues, "...</i>	<i>Yang comments, "...</i>
<i>Yang believes, "...</i>	<i>Yang notes, "...</i>
<i>Yang claims, "...</i>	<i>Yang concludes, "...</i>
<i>Yang suggests, "...</i>	<i>Yang reports, "...</i>
<i>Yang proposes, "...</i>	<i>Yang insists that "...</i>
<i>Yang observes that "...</i>	
<i>Yang points out that "...</i>	

* When using the word "that" before a quote, no comma is necessary.

**Each action word has a slightly different meaning, so make sure that you use the appropriate word to really reflect the author's intention.

Ways to Explain Quotes

Once you've introduced your quote and added the quote to your essay, you'll need to explain it.

*William Yang (2007) also agrees. He reports, "In 2005, less than 10% of Johnson & Roe's employees reported their political affiliation, but more than 50% reported discussing politics with their colleagues." **Yang's findings illustrate the natural***

blending of politics, a topic once considered inappropriate at work, and the modern workspace. It encourages us all to consider whether or not the walls that once held politics to private dining rooms have become sheer mosquito nets instead.

Here are some questions to help you explain the quote:

- Why is it important? (especially in this part of your writing)
- What point is the author making with this statement?
- How does it support *your* point?

What to Do with Long Quotes

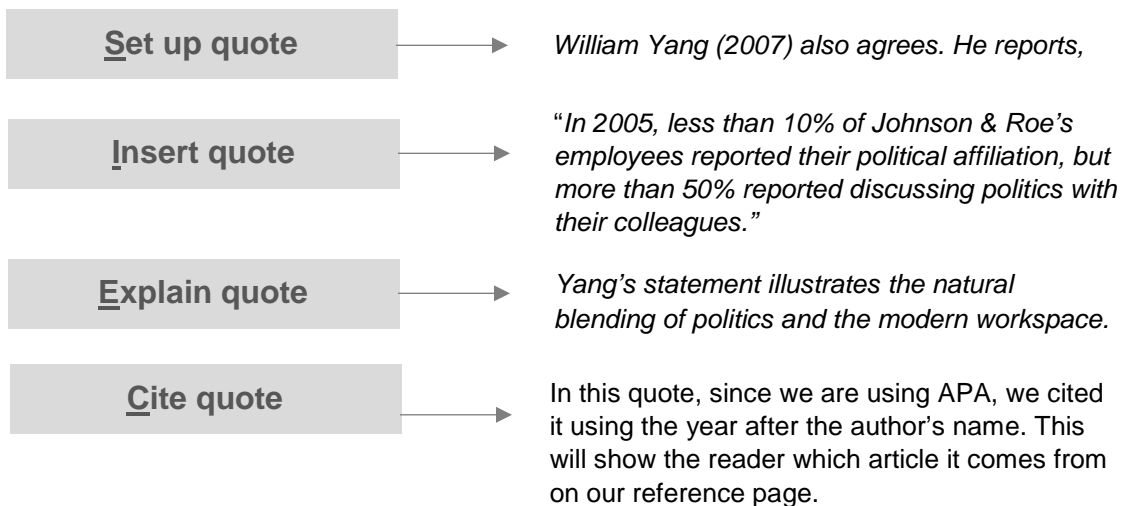
If quotations are more than 4 lines, indent the whole block of quote 1 inch from the left margin, introduce the quote with a sentence, followed by a colon, **and don't use any quotations.**

William Yang (2007) also agrees. In his report, he shares these findings:

In 2005, less than 10% of Johnson & Roe's employees reported their political affiliation, but more than 50% reported discussing politics with their colleagues. These findings were consistent across male and female employees. In fact, the findings show a significant growth of political discussion in the workplace over a 10-year span.

The SIEC Method

The SIEC method is a sandwiching method that helps you frame quotes in your writing.



Put it all together and you get this fancy thing:

William Yang (2007) also agrees. He reports, "In 2005, less than 10% of Johnson & Roe's employees reported their political affiliation, but more than 50% reported discussing politics with their colleagues." Yang's findings illustrate the natural blending of politics and the modern workspace.

References

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